

~~CONFIDENTIAL~~

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6 March 1956

MEMORANDUM FOR: Director of Personnel

SUBJECT : Classification Survey - Office of Communications

1. In a recent report resulting from a survey of the Office of Communications by the Inspector General, it was recommended that:

a. The DD/S undertake action to obtain for O/C sufficient supergraded positions at both headquarters and major field areas commensurate with its responsibilities and equitable Agency treatment;

b. The DD/S direct the Director of Personnel to undertake a classification and wage review of all positions in O/C giving due weight to the common denomination factors mentioned above and the current "labor market" for trained communications and electronic engineering personnel;

c. The DD/S direct the Director of Personnel to conduct the classification and wage review in such a fashion that the nontechnical positions with O/C, e.g., administrative, secretarial, and clerical, be studied not only from the absolute basis, but on a basis of comparison with similar positions in other Agency components and be classified accordingly.

2. You are requested to undertake a classification and wage review of the Office of Communications as expeditiously as possible.

3. I am attaching hereto additional pertinent extracts from the Inspector General's report which will be of assistance in interpreting his recommendations.

DD/S:LKW:laq
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O&I - Addressee

cc: Inspector General
Director of Communications
Chief, Management Staff

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/s/
L. E. WHITE
Deputy Director
(Support)